

JOB DESCRIPTION

JOB TITLE: Director of Nutrition Services

GRADE: 22

JOB CODE: 2501

DATE: 11/8/95

GENERAL FUNCTION: Under administrative direction of the Director of the Local Health Department is responsible for directing and overseeing the nutrition program and services to meet the needs of patients served by the health department spending at least 90% of the time in planning and directing staff, performing administrative activities, monitoring and evaluating nutrition services, and serving as the chief specialist on nutrition for the local health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Serves as the chief specialist on nutrition for the local health department.

Determines nature and extent of nutrition needs; establishes long range and short term program goals, priorities, and standards; and evaluates nutrition programs.

Coordinates and integrates the nutrition services with other operating programs of the local health department.

Responsible for quality assurance of nutrition programs in accordance with established policies and procedures.

Interprets community health nutrition programs and research results.

Initiates and directs the development of nutrition educational materials.

Supervises staff engaged in providing consultation service on nutrition.

Supervises or performs recruitment, selection, training, and evaluation of subordinate staff personnel.

Supervises the planning of the community health field experience for students studying nutrition.

Develops and prepares appropriate records and reports on the nutrition component of the agency.

Performs related work as required.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

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SUPERVISION EXERCISED: Incumbent would have direct responsibility for supervising nutrition coordinator or nutrition staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of human nutrition and its relationship to health and disease.

Thorough knowledge of the field of nutrition as it relates to public health practices.

Thorough knowledge of principles of public health practice and administration.

Thorough knowledge of social, cultural, and economic factors of individuals and families as they apply to public health nutrition.

Thorough knowledge of organization, content, and goals of the public health program.

Knowledge of the principles of supervision and consultation.

Knowledge of other public programs related to nutrition.

Ability to administer a comprehensive nutrition program.

Ability to analyze, evaluate, interpret, and promote the nutrition aspects of public health programs.

Ability to plan and to establish policies.

Ability to analyze and evaluate nutrition data.

Ability to establish and maintain effective working relations with the public and agency staff.

Ability to present ideas clearly and concisely, orally and in writing.

Ability to plan and organize work effectively and independently.

Minimum Education, Training, and Experience Requirements: Graduate of an accredited college or university with a Bachelor's degree. Have a Master's degree in nutrition, public health nutrition, community nutrition, dietetics, home economics or related field including or supplemented by public health courses and be a licensed dietitian (L.D.) as provided by the

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Kentucky Board of Licensure and Certification (KRS 310.021) or be a Certified Nutritionist (C.N.) as provided by the Kentucky Board of Licensure and Certification (KRS 310.031) and have four (4) years of progressively responsible experience in nutrition in a health care facility with two (2) years in a consultation or supervisory capacity.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description